



University Students' Council of the University of Western Ontario
HEALTH & SAFETY POLICY

EFFECTIVE:	16th January 2015	SUPERSEDES:	16 January 16 November 2015 <u>16 January 2015</u>
AUTHORITY:	General Manager	RATIFIED BY:	<u>Board of Directors</u> <u>Executive Council</u> <u>16th January, 2015</u>

RELATED DOCUMENTS:

- Human Resources Directive
- Discrimination Harassment and Violence Prevention Policy

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PREAMBLE:

The USC is committed to providing and maintaining a healthy and safe work environment for its employees and we endeavor to take every reasonable precaution necessary to ensure the safety of our customers, suppliers and visitors through prevention.

It is the objective of the USC to integrate safe workplace practices to all aspects of the organization's activities.

1.00 RESPONSIBILITIES:

- 1.01 Management will participate and provide full support to all of the Joint Health and Safety Committees, including but not limited to monthly inspections, addressing hazards, responding to staff concerns and maintaining up to date health and safety information and supplies in their operations.
- 1.02 Management will ensure compliance with the Ontario's Occupational Health and Safety Act by meeting or exceeding all legislative requirements.
- 1.03 All Supervisors and Managers will provide information and training to employees so that all of the USC's employees are qualified to perform their work safely. It is the responsibility of the Supervisor or Manager to ensure that safe and healthy conditions are met in her respective workplace.
- 1.04 All employees will strive to work in a safe manner and will report all actual and potential hazardous conditions, accidents and injuries to a Supervisor.
- 1.05 In the event that there is a hazard in the workplace, the Supervisor must ensure that all employees receive written instructions on how to address said workplace hazards and they are fully trained on those instructions.
- 1.06 In the event that there is an injury, accident, incident or near miss in the workplace, the Supervisor ensures that the incident is investigated, reported and the Employee receives the necessary medical attention and appropriate treatment.



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- 1.07 All sub-contractors and their workers must meet or exceed the USC's health and safety requirements.
- 1.08 This Policy will be reviewed and updated annually.
- 1.09 All workplace parties will work together to build a shared sense of responsibility for health and safety and uphold the spirit and intent of the Ontario Occupational Health and Safety Act.

Active participation and support of all workplace parties is vitally important to maintain and improve health and safety in our work environment.

Cathy Clarke, General Manager

Date



**UNIVERSITY STUDENTS' COUNCIL
BOARD OF DIRECTORS**

REPORT SIGN-OFF SHEET

Title of Report	HR POLICY
Agenda Item Number	8.1
Meeting of:	USC Board of Directors
Date	DD-MM-YY (Date of Board Meeting/Agenda)

REPORT TYPE For Information For Action

CONFIDENTIAL

Is this Report confidential?

No
 Yes (please send to Nick Soave: nsoave@uwo.ca)

Essential Signatories:

Chair, Board of Directors

Date

[Signature]

Signature

General Manager

Date

Signature

Student Executive (Speaking on Behalf of the Report)

Date

[Signature]

Signature

Managing Director or Senior Manager (Speaking on Behalf of the Report)

Feb 11/16

Date

Karla Pacheco

Signature

Issue Expert Required:

No
 Yes, _____ has been/will be invited by the Managing Director or Senior Manager responsible for this report, to come to the meeting to speak on behalf of the Agenda Report.